



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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## Program Statement

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OPI: HRM  
Number: 3380.1A  
Date: April 20, 2001  
Subject: Employee Clearance

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- 1. PURPOSE AND SCOPE.** To establish employee clearance procedures for all D. C. Department of Corrections (DCDC) employees prior to separation from the DCDC, whether for termination, resignation, retirement or other reasons.

Each employee, prior to separation from DCDC employment, shall return all government property issued by the DCDC in accordance with the DCDC clearance instructions and satisfy any outstanding financial obligation to the DCDC or the District of Columbia Government.

- 2. PROGRAM OBJECTIVES.** The expected results of this program are:

- a. All Government property will be returned prior to an employee's transfer or final separation from DCDC.
- b. All financial obligations will be satisfied upon each employee's transfer or final separation from DCDC.

**3. DIRECTIVES AFFECTED**

**a. Directive Rescinded**

D.O. 3380.1 Department Clearance (4/1/85)

**b. Directive Referenced.**

- 1) DO 2320.1 Issuance and Use of Cellular Phones (11/23/92)
- 2) PS 2420.4 Internet Usage (6/25/99)
- 3) DO 3360.6 Employee Uniform Clothing Issue and Replacement (9/18/92)

**4. AUTHORITY.** District Personnel Manual (DPM), Chapter 29, §2904.

**5. STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-1C-01.
- b. American Correctional Association (ACA) 3<sup>rd</sup> Edition Standards for Adult Local Detention Facilities: 3 ALDF-1C-01.
- c. American Correctional Association (ACA) 3<sup>rd</sup> Edition Standards for Adult Correctional Institutions: 3-4048
- d. American Correctional Association (ACA) 3<sup>rd</sup> Edition Standards for Adult Community Residential Services: 3-ACRS-1C-02.

**6. PROCEDURES.**

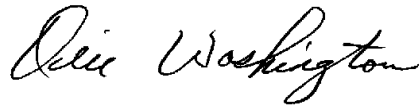
- a. Each employee scheduled for separation from the DCDC shall be provided with sufficient time during normal duty hours (8:15 a.m. - 4:45 p.m., Monday through Friday) to complete the clearance process prior to the date of separation.
- b. The supervisor of an employee who is being separated shall obtain copies of the Clearance Form and provide it to the employee. (See Attachment I Sides pages 1 and 2). The supervisor shall review the instructions with the employee, ask the employee to read it, answer any questions about it and ask the employee to sign it. The supervisor shall give the form to the employee, informing him or her of the amount of time that has been allocated to complete the clearance process.
- c. The employee shall obtain a signature and date on the right hand side of each box. After having cleared all offices and/or activities on the form each employee shall return the clearance record to his or her supervisor for signature.
- d. The employee shall submit the completed original Clearance Form to the Payroll Office for final pay processing, provide a copy to DCDC Human Resource Management Office and retain a copy.

**7. EQUIPMENT CLEARANCE.** Prior to the date of separation, employees are required to return **all** government property, to include but not be limited to the following items:

- a. Uniforms with facility emblems and ranking stripes intact
- b. Special clothing/uniforms
- c. Badges, name tags, ID cards and drivers licenses

- d. Firearms, ammunition and ERT equipment
- e. Keys
- f. Cell phones, pagers, laptop computers
- g. Passwords for telephones, computers, JACCS, OCP

**8. FAILURE TO OBTAIN CLEARANCES.** Failure to complete the clearance process in accordance with the clearance instructions shall result in all final wages being withheld.

A handwritten signature in black ink, reading "Odie Washington". The signature is written in a cursive, flowing style.

Odie Washington  
Director

**Attachment:**

1. DCDC Form 1.516 - DCDC Employee Clearance Record